

ANNEX GALLERY GUIDELINES

The following contract must be read and acknowledged by each student/group of students who have scheduled an exhibition in the Annex Gallery. Please read carefully in order to avoid a breach in contract which will result in charges to your UCSD account.

GENERAL INFORMATION

1. Exhibition space in the Annex Gallery is a privilege for Visual Arts majors with Senior status only.
2. Students must reserve their exhibition dates in advance. If a reservation must be cancelled, the student must call 858-534-2860 as soon as possible.
3. The week prior to your show, the **User Agreement for Undergraduate Exhibition** must be signed and submitted to the VIS ARTS undergraduate office in order for the key to be released. This are attached.
4. Undergraduate Student exhibitions are for one week only. In order to assure a timely and well coordinated turnover of the Annex Gallery from one show to another, the following checklist has been developed. You **MUST** adhere to this schedule or you will be billed!

EXHIBITORS' RESPONSIBILITIES

Before

- Write a proposal for space usage.
- Attend Annex Gallery Orientation.
- Meet with Asst. Facilities manager 2 weeks prior to show to obtain signature.
- Meet with Faculty Sponsor to go over your proposal and obtain signature.
- Hang show between Saturday 3:00pm before show until Tuesday at Noon.*

During

- Always abide by show times: Tuesday-Friday-12-5 pm.*
- Communicate with Gallery Sitters through loose leaf notebook. (See #15)
- Stop by to check on your show during the week.
- Advertise to friends/family/instructors/media about your show/reception.

After

- Tear down show between Friday 5 pm through Saturday 12 noon.
- Ensure walls are returned to white. (See #11)
- Clean up all trash and put in the dumpster.
- Ensure all nail holes are filled in.
- Ensure all personal objects are removed.
- Return keys to Mandeville 216 by 3 pm Monday after show closes.

*You may choose to close your show early to allow for the appropriate amount of time for clean-up/tear down.

*Receptions may be held Tuesday through Thursday from 12-5 pm. If your reception is after 5pm on M-TH, you must provide your own gallery coverage as the Gallery should never be open without someone on the premises. Gallery sitters are only available Tu-F from 12-5 pm.

MANDEVILLE ANNEX GALLERY CONTRACT



5. Keys to the Annex Gallery are obtained from the Visual Arts Intake Advisor between the hours of 8:00am-12:00pm, and 1:00-4:00pm, Monday through Friday upon receipt of **User Agreement for Undergraduate Exhibition**.
A \$10 fee will be charged for lost or late keys.
6. Make an appointment with the Assistant Facilities Manager before your installation date so that you can be familiarized with the Annex Gallery space, its proper state of repair, the workings of the track lighting system, and any other space related issues pertinent to your exhibition. You should also make arrangements during this meeting to get the screw gun and other equipment.
7. Artwork exhibited in the Annex Gallery is not insured by UCSD.
8. The show may be publicized by submitting the information to **The Guardian** or the other local papers in the form of a calendar announcement. All press releases must be cleared with the UCSD Public Information Office, 534-3120. Your publicity must be handled in a professional manner, because it reflects upon the University. You may also contact Sheena Ghanbari, Visual Arts Promotions Manager at sghanbari@ucsd.edu or Yolie Torres, Executive Assistant at ytorres@ucsd.edu to publicize to Visual Arts listservs and community.
9. **An exhibition in no way may be such that it provides an environment that is unsafe or unhealthful to the participants or guests, or is a potential hazard to the building and/or its surroundings.**
10. The presentation of a show should include 2 copies of a sign to post in the Annex Gallery including the title of the exhibit and if you are holding a reception the Date/Time of that event. Each work should have a label with the title, medium and artist's name. If you have announcements, please leave some at the desk inside the Annex Gallery and also provide some to the Visual Arts Department Undergraduate Advisor for distribution to VA faculty, TAs and staff.
11. Students are responsible for returning the Annex Gallery, its facilities and equipment to its original state after a show. Spackle and touch up paint are provided. Should you need to repaint a whole wall, you must supply the paint yourself, which is **Frazee Majestic** flat white paint. Should you need to use our paint for an entire wall, you will be charged a fee. When painting or touching-up, you must use a drop cloth to protect the floor.

Students not returning the space to its original state by 12 NOON on Sat. will be billed for the repairs. Fees may include, but are not limited to labor and paint.
Minimum fee of \$50.00.
12. Allow ample time to install your exhibition. You may not use felt markers or double-sided tape. Felt markers are difficult to paint over; doubled-sided tape tears the plaster from the wall. **Do not drive nails into the walls!** Instead use screws and a screw gun. These will be provided by the Facilities Manager. Do not throw out the screws when you tear down your show; they can be reused.

MANDEVILLE ANNEX GALLERY CONTRACT



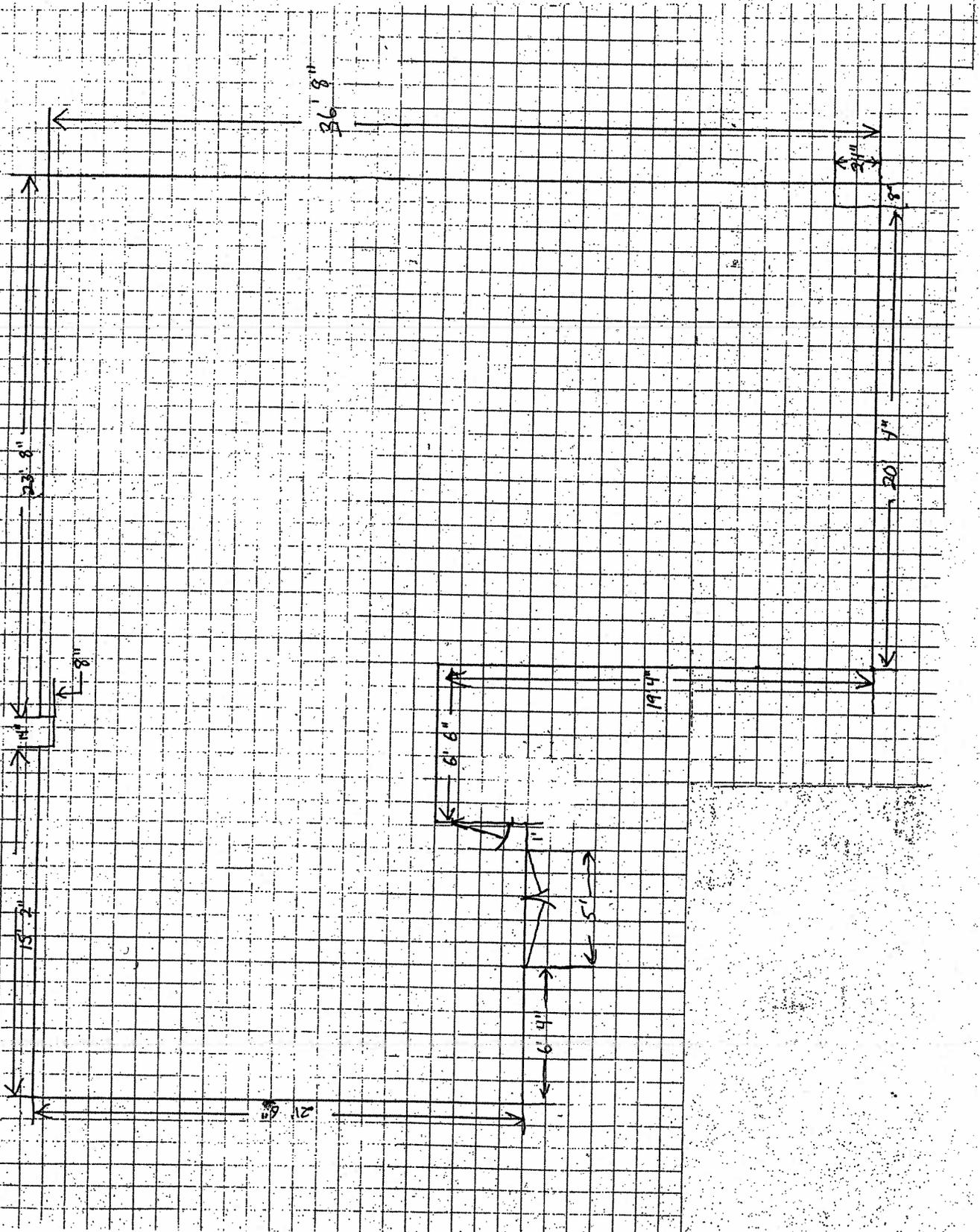
13. The storage area is for the permanent storage of gallery equipment and for temporary storage of personal equipment you may need for installation, tear-down and receptions. Supplied in the storage area are: rollers, spackle, brushes, sandpaper, hammer, level, ladder and paint. If any of these items are missing, please notify the Asst. Facilities Manager or the Visual Arts Intake Advisor. Students are responsible for providing their own hanging supplies and for cleaning the rollers, brushes, spackle knife and tightly securing the lids of all materials used. The storage area should be kept clean and orderly at all times. Personal items left after your show will be thrown out.
14. The student/group is responsible for the cost of the reception. **No alcoholic beverages are allowed under any circumstances.** Students/groups are required to clean-up immediately after the reception. Take the trash to the dumpster around the corner by the loading dock; there is no custodial service provided for the Annex Gallery.

***If complaints are given that clean up was necessary, you will be billed!**
***Receptions may be held Monday-Thursday* NO FRIDAY EVENING RECEPTIONS**
Minimum fee of \$15.00
15. The Annex Gallery will have sitters Tuesday through Friday from 12:00 noon to 5:00 pm. It will be closed on all UCSD holidays. Students may have the gallery open during other hours, but must provide their own sitters. The Annex Gallery can not be open without sitters. Gallery sitters are there to safeguard the artwork. Be sure to leave clear and concise directions, if there are any special requirements for displaying your work, or adjusting the lighting. It is advisable that you check in during the week to make adjustments and repairs to your exhibition.
16. Damage to the space will be assessed on Saturdays. Any remaining repairs will be billed to exhibitor. As an exhibitor, it is your responsibility to ensure you have the proper equipment. Remember to fill out the **Weekend Gallery Turnover and Equipment Inventory** sheet. Return it to Mandeville 216 by the start of your show on Monday at 12 noon or earlier.
17. Exhibits not torn down by 12 noon on Saturday following the show week will be removed by department staff. The UCSD Visual Arts Department and its employees are not responsible for the safety or well-being of articles left in the space.
18. **Cancellation Policy: You must cancel at LEAST 2 weeks prior to the start of your show by calling 858-534-2860.**

The success or failure of an Undergraduate Exhibition depends on the individual artist - you! Please make showing your artwork at the UCSD Annex Gallery a fun and rewarding experience by maintaining the room in the highest possible condition. Thank you.

Note: Please ensure all tools are returned to the Annex Gallery in the proper location in the tool closet. Any missing tools will be charged to your UCSD account.

PLEASE KEEP THESE GUIDELINES FOR YOUR REFERENCE



MAWDEVILLE ANNEX GALLERY

MANDEVILLE ANNEX GALLERY CONTRACT



PROPOSAL

Provide a brief description of the exhibit; i.e. type of work to be shown (medium), whether or not you will be making alterations to the gallery space, and if so, what type of alterations.)

SIGNATURE _____
(Group Leader/Student)

DATE _____

I have seen the student/group's artwork and/previewed the proposal.
The student/group has sufficient quality and quantity of work (as described in the proposal above) to exhibit in the Annex Gallery.

Name of faculty sponsor _____

Signature _____

Date _____

ASSISTANT FACILITIES MANAGER: Fred Ploeger (fploeger@ucsd.edu) or Tad Linfesty (tlinfesty@ucsd.edu)

Signature _____

Date _____

UNDERGRADUATE ADVISOR:

Signature _____

Date _____

KEY # _____ *** CHARGE FOR A LOST OR LATE KEY IS \$10.00 ***